

This Appendix I and Contractor's response to it shall be incorporated into the final Contract.

## 1. SCOPE OF SERVICES

### 1.1 Mandatory Requirements:

The following is a list of mandatory requirements that all Contractors must agree to in order to be awarded a contract under the University's Contractor Services program. Failure to agree to one of the mandatory requirements listed below shall result in the finding of your proposal to be "non-responsive" and evaluation of your proposal shall cease at this point.

	<b>Mandatory Requirements</b>	<b>Is your firm able to meet this requirement? (Y/N)</b>	<b>Comments</b>
1.1A	The Contractor shall agree to abide by the "Contractor Services Program Specifications" (Program) in Appendix V of this RFP.		
1.1B	The Contractor shall meet with the University's Facilities and Services Division (F&S) representative or F&S designated campus representative to ascertain the scope for <u>each project</u> .		
1.1C	The Contractor shall work closely with the F&S representative and technicians to ensure the projects are completed in a timely manner and provide the quality of work required by the "University of Illinois at Urbana-Champaign Facilities Standards" which can be viewed at: <a href="http://www/fs/illinois.edu/facilitiesstandards/">http://www/fs/illinois.edu/facilitiesstandards/</a>		
1.1D	If proposing multiple divisions of work, each Contractor shall prove that it is "self-performing" that particular division of work. Contractor is considered to be "self-performing" when it completes at least 51% of an awarded project with its own employees. The University may, at its discretion, conduct in-depth personal interviews, obtain additional references, request background material, including financial statements, and staffing information for each division of work proposed by the Contractor.		
1.1E	Contractor shall not be a construction broker. The University will not accept construction brokers into this Program.		

	<b>Mandatory Requirements</b>	<b>Is your firm able to meet this requirement? (Y/N)</b>	<b>Comments</b>
1.1F	Contractor agrees to provide a separate response to this Proposal if work to be provided under this RFP is being completed by multiple companies with different FEIN numbers.		
1.1G	At a minimum, the Contractor shall retain complete records of the work performed under this Contract for three (3) years after payment by the University hereunder and shall make them available for inspection and audit by authorized representatives of the University. At a minimum, these records shall include: certified payrolls; invoices for materials and parts; material and part purchase documentation; as-built drawings; blueprints; design documents; sub-contracts entered into; and any other documentation required elsewhere in this RFP.		
1.1H	Contractor agrees to and understands that no work shall be performed under this Contract without a permit fully executed by the authorized University representative from F&S for each project.		
1.1I	Contractor agrees to and understands that a Project Labor Agreement (PLA) may be required for specific projects under this Program. In the event a PLA is required to be completed and Contractor is not able to enter into the PLA, Contractor acknowledges it may not be awarded the specific project. Contractor may qualify for an award under this RFP if it is unable to execute a PLA; however, the Contractor may not be eligible to provide work for projects that require a PLA. The University has attached its PLA with the East Central Illinois Building and Construction Trades Council in Appendix VI of this RFP.		
1.1J	Contractor agrees to and understands that no payments shall be issued for work prior to completion of each project unless prior approval is given by authorized University representative from F&S.		
1.1K	The University requires Builders Risk Insurance in the amount of the quoted project prior to each issuance of a permit to conduct work.		

	<b>Mandatory Requirements</b>	<b>Is your firm able to meet this requirement? (Y/N)</b>	<b>Comments</b>
1.1L	Contractor agrees to and understands that any quoted project under this award that meets or exceeds \$50,000 requires a performance and payment bond with a rating of B+:VI prior to issuance of a permit. Any Contractor that cannot qualify for bonding at the appropriate rating will not be allowed to provide services over \$50,000.00, but will be allowed to perform services under \$50,000.00.		
1.1M	For each project, the Contractor shall be required to notify the University of the specific point of contact for that job and a direct phone number in case issues arise.		
1.1N	Contractor agrees to abide by the University's Labor and Indemnity requirements provided in Appendix III of this RFP.		
1.1O	Contractor shall agree to warranty all work (including, but not limited to, labor, parts, and materials) provided under an awarded Contract for a period of one (1) year.		